

## Burlington Design Advisory Board

Department of Permitting and Inspections

645 Pine Street

Burlington, VT 05401

<http://www.burlingtonvt.gov/DPI/Boards/Design-Advisory-Board/>

Telephone: (802) 865-7188

Eric Morrow, Chair  
Matt Bushey, Vice Chair  
Tom Cullins  
Ron Wanamaker  
Karyn Norwood  
Vacant, Alternate  
Vacant, Alternate



### DESIGN ADVISORY BOARD

Tuesday, August 25 2020

Remote Meeting via Zoom

**Present:** Eric Morrow, Matt Bushey, Ron Wanamaker, Karyn Norwood, Tom Cullins

**Absent:** None.

**Staff present:** Mary O'Neil

**Applicants and guests present:**

Greg Doremus, Bruce baker, John Hemmelgarn, Marty Spaulding, Jennifer Green, Tom Peterson, Mark Montminy, Jesse Remick, Jeff Hodgson, Hannah Loope.

#### Session I – 3:00 PM – 3:30 PM

#### **20-0717CA/MA; 273 Pearl Street (RH, Ward 8E) Triple Tree Group, LLC (Bruce Baker, Greg Doremus)**

Planned Unit Development involving 273 Pearl St, 11 Hungerford Terrace, 15 Hungerford Terrace, and 21 Hungerford Terrace. Demolish porch and move garage at 21 Hungerford; demolish garage at 11 Hungerford. Construct 12-unit residential building with related parking and supporting infrastructure.

Motion by Matthew Bushey:

I move we forward this project to the DRB with a recommendation for approval, with the following comments:

1. The demolition of the garage at 11 Hungerford and the porch at 21 Hungerford will not notably diminish the historic character of those houses, and is approved.
2. In response to recommendations from the DAB, the applicant has revised the design of the streetfront façade, with changes to cladding materials and the front porch that bring the building into an acceptable level of compatibility with the surrounding buildings.
3. Based on the Parking Management Plan submitted by the applicant and the site topography, the DAB recommends that the requested parking waiver be granted, to allow for 19 parking spaces in lieu of the required 36.
4. Mailboxes should be relocated from the public sidewalk to an interior or sheltered location, such as the Common Entry on the South Elevation or the Common Entry / Lounge.
5. Solar PV is recommended for the large, flat roof.

2<sup>nd</sup> KN

**Vote 5-0**

**Motion carries**

*The programs and services of the City of Burlington are accessible to people with disabilities. Individuals who require special arrangements to participate are encouraged to contact the Department of Planning & Zoning at least 72 hours in advance so that proper accommodations can be arranged. For information call 865-7188 (TTY users: 865-7142).*

## **Session II – 3:30-4:00 PM**

### **21-0050PD; 260-280 Manhattan Drive (RM, Ward 3C) PBGC, LLC (Sam Gardner)**

Planned Unit Development involving 260, 264, 272, and 280 Manhattan Drive. Construct new triplex building and a new shared parking area to the rear for the other existing residential homes within the boundary of the PUD.

Application is deferred to the September 22, 2020 meeting,

## **Session III – 4:00-4:30 PM**

### **20-0194SP; 52 Institute Road (RCO-RG, Ward 4N) Burlington School Dept.**

Sketch plan review for redevelopment of Burlington High School and related site work.

As this is only Sketch Plan review, no action is taken.

Karyn Norwood leaves meeting @4:15 pm.

Tom Cullins leaves meeting @ 5:00 pm.

## **Session IV – 4:30-5:00 PM**

### **Other Business; Discussion of Board member attendance, other Chair concerns**

Discussion of making motions, Roberts Rules relative to Zoom meetings.

1. Staff outlined the composition of the DAB as adopted and within the Comprehensive Development Ordinance. It was agreed that until there is a full complement of Board members (including alternates); it does not make sense to consider expanding the size of the DAB.
2. To assuage the concerns of the Chair, staff assured the Board that Zoom allows for “Broadcasting” the meeting, which allows all attendees to observe and participate in Board hearings.
3. Eric Morrow (Chair) continues his concern about a lack of compliance with state statute relative to review of a 5+ residential building without a licensed professional as an agent of the project. Matt Bushey suggests posting a Vt. AIA flyer in the zoning office to educate. Ron Wanamaker suggests this is a building office review issue, and outside the purview of this Board. Mary O’Neil (staff) asks Chair to formulate a narrative of what the statute requires and what Burlington’s Code of Ordinances directs: To provide a side-by-side comparison illustrating where Burlington’s requirements may differ from that of the state. It is agreed that this document will then be forwarded to the City Attorneys’ office for review and further guidance.
4. There is a broad discussion of the challenges of remote meetings, including today’s where panelists and applicants were not able to “get in” and required another link to be

sent to gain access. Mary O'Neil (staff) agrees that this is a new hurdle, but will seek the advice of other colleagues in assuring a more timely entrance and smooth commencement of meetings.

5. Eric Morrow asks Mary to consult with the City Attorney on the requirement to vote on meeting minutes. There was a broad discussion of what is required by Public Meeting Law and the directives provided by the Attorneys' office in 2014. Staff currently posts minutes immediately after each hearing, including information of what matters were discussed, Board and staff members present, guests and applicants present, and any action (motion, second, vote, decisions) taken by the Board.
6. The Board discussed the DAB Bylaw relative to Board attendance, and decided not to consider the absences of a Board member.

Meeting adjourned 5:15 pm.